



Metropolitan College Preparatory Academy

2018-2019 Scholar and Family Handbook

180 West 165th Street

School Phone (CPA) # 917-809-8529

School Fax # 718-893-0675

<http://www.lighthouse-academies.org/schools/metropolitan/>

Welcome from the Principal

Dear Families and Scholars,

On behalf of the Board of Directors/Trustees and staff, I would like to welcome you to Metropolitan College Preparatory Academy. Our school is part of a national network of Lighthouse Academies charter schools serving over 7,000 students and families. We are a growing community committed to preparing all our scholars for college. We are here to make a transformational difference in the lives of the students we teach.

We understand that the choice to send your child to Metropolitan College Preparatory Academy important one that demonstrates your high hopes and expectations of your child, yourselves, and us. We share these high hopes and expectations with you, and we are committed to making them a reality as we work together to prepare your child for college.

Every member of our school community- student, parent, teacher, principal, community partner- has an important role to play in creating a nurturing environment where students can develop the knowledge, skills and values necessary for responsible citizenship and life-long learning.

The Scholar and Family Handbook outlines the responsibilities and expectations that we, as a school community, must honor to ensure your child is well prepared for college.

Do not hesitate to call me if you have any questions about the handbook or any other school issues during the year. I can be reached at 917-809-8529, or email me at Tyra.Williams@met.lha.net.

Sincerely,

Tyra L. Williams

Principal

Contacting School Leadership of CPA

Role	Name	Phone	Email
Regional Vice President/Superintendent	Travis Brown	917-809-8529	Travis.Brown@met.lha.net
Principal	Tyra Williams	917-809-8529	Tyra.Williams@met.lha.net
DTL of STEM	Anthony Brown	917-809-8529	Anthony.Brown@met.lha.net
DTL of Humanities	Daniel Williams	917-809-8529	Daniel.Williams@met.lha.net
DCCA	Amanda Johnson	917-809-8529	Amanda.Johnson@met.lha.net
Dean of Scholars	Jason McNatt	917-809-8529	Jason.McNatt@met.lha.net
School Operations Manager	Melissa Alston	718-893-0640	Melissa.Alston@met.lha.net
School Counselor	Elizabeth Hillin	718-893-0640	Elizabeth.Hillin@met.lha.net
School Social Worker	Leigh Troche	718-893-0640	Leigh.Troche@met.lha.net
Homeless Services	Leigh Troche	718-893-0640	Leigh.Troche@met.lha.net

The Board of Directors/Trustees may be contacted by sending a letter to the Board Chairperson as follows:

Jessica Haber, Metropolitan College Preparatory Academy

180 West 165th Street

Bronx, New York 10452

Email: Jessica.Haber@met.lha.net

Records Access Officer

The Records Access Officer under the Freedom of Information Act (FOIA) for the school is Melissa Alston. Please contact her at the school should you have such a request.

School Day

The school's instructional day begins promptly at 8:30am and ends at 4:00pm, Monday through Thursday, on Fridays only, the school's instructional day begins promptly at 8:30 and ends at 1:12 pm, unless the school notifies parents/ guardians of a unique situation.

Bell Schedules

Monday - Thursday	
Breakfast	8:10 - 8:25
Chromebook Exchange	8:25 - 8:30
1st Period	8:30 - 9:15
2nd Period	9:18 - 10:03
3rd Period	10:06 - 10:51
4th Period	10:54 - 11:39
5th Period	11:42 - 12:27
6th Period	12:30 - 1:15
7th Period	1:18 - 1:48
Lunch	1:51 - 2:36
9th Period	2:39 - 3:24
Advisory	3:27 - 4:00

Friday	
Breakfast	8:10 - 8:25
Chromebook Exchange	8:25 - 8:30
Advisory	8:30 - 10:00
1st Period	10:03 - 10:48
2nd Period	10:51 - 11:36
3rd Period	11:39 - 12:24
4th Period	12:27 - 1:12

Assessment Calendar

Date(s)	Assessment
8/27 - 9/4	BOY NWEA/IA Assessments
10/10	PSAT
10/17	Pre-ACT
11/5 - 11/9	Midterms Week
12/17 - 12/21	MOY NWEA/IA Assessments
1/14 - 1/18	Finals Week
1/22 - 1/25	Regents Week
4/8 - 4/12	Midterms Week
5/28 - 5/31	Finals Week
6/3	Global Regents
6/3 - 6/7	EOY NWEA/IA Assessments
6/18 - 6/26	Regents Week

Dismissal

Students are dismissed at 4:00pm. We are unable to supervise students left at the school after 4:00pm.

Absence

Please notify the school office via phone, email, voicemail, or letter by 9:00am if a student must be absent from school for any reason. Upon return to school, the student must submit to the teacher a note of explanation signed by a parent/guardian. All absences must be documented at the school through a written/typed, signed letter from a parent/guardian, or if the absence is three days or more due to an illness, a doctor's note may be required. Any absence not documented will be considered an "unexcused" absence.

In the case of an absence in excess of three (3) days and in all cases of contagious diseases, a doctor's note may be required for re-admittance to the classroom. If you suspect or a staff member reasonably believes your child may have a contagious disease, the student may not come to school until he/she has been examined by a doctor. This is in consideration of other students and staff.

If you have questions about absences, please contact the Administrative Assistant, Genai Goldsmith.

Students with five (5) or more absences will be notified in writing that their attendance is not satisfactory and may result in grade retention, referral to authorities, and /or home/school visits and meetings. Students with ten or more absences may not be able to advance to the next grade and may be required to forgo after school team opportunities, attend after school work sessions, or enroll in summer school to get caught up on missing work. The school will arrange a conference to discuss the absences with the parents/guardians.

In certain circumstances, the law may require us to report to the government social services agency that the student is not attending school. Administration of Child Services may be called.

Late Arrivals/Early Departures

All students are expected to be at school promptly for the beginning of classes at 8:30am and to participate in learning and school activities until 4:00pm. Truancy can result in sanctions and legal prosecution of responsible parents/guardians by state authorities.

School Closing

If the New York City Public Schools closed due to bad weather, then our school will also close. In the event that weather conditions become hazardous during the school day, our school will follow the early dismissal policies of the New York City Public Schools or advise otherwise using the school's electronic notification system (phone call or text alert).

Lighthouse Academies Dress Code

Directions on where and how to order uniforms will be provided during parent/guardian orientation. If you need any assistance, please call Jason McNatt.

MetCPA Academic Integrity Policy

MetCPA is committed to advancing the pursuit of academic excellence and to maintaining the highest standards and expectations for academic integrity amongst its scholars. We believe in fostering a school culture that promotes ethical and responsible scholar conduct. In accordance with that belief, we support the development of a school culture that advances our academic mission and recognizes the hard work of, both, our scholars and faculty. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor quixotic parental expectations justify scholars acting dishonestly.

Definition of Academic Dishonesty

Academic dishonesty is using someone else's work, concepts, data, designs, documentation, ideas, and/or research without giving proper credit to the source. Additionally, academic dishonesty goes beyond plagiarism to also include dishonesty, cheating, using or providing unauthorized materials in preparation for an assessment, or using or providing unauthorized materials during an assessment, and other acts, such as the theft or falsification of records and/or files.

Consequences for Academic Dishonesty

MetCPA considers violations of its Academic Integrity Policy to constitute egregious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide basis (i.e., a violation in one class follows a scholar to a different class within the school). Additionally, violations of the MetCPA Academic Integrity Policy are cumulative for all the years a scholar is enrolled at MetCPA.

First Offense	<ul style="list-style-type: none">■ The student will have a reduction in grade/credit (up to, and including, an "F" grade/"0" credit) on the assignment, exam, test, or quiz based upon the teacher's grading system. In the instance of a first offense, a scholar will be afforded an opportunity to resubmit the assignment for full credit.■ The teacher and Dean of Scholars will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.■ The teacher will submit a written referral, with appropriate documentation, to the principal who will meet with the student and the Director of Career and College Advising (DCCA), and document the incident/follow-up action in the student information system.■ Disciplinary actions may include, but are not limited to, a warning and a signed student/parental statement that acknowledges the violation/penalty, and indicates an understanding of further
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	<p>consequences for any subsequent offenses.</p> <ul style="list-style-type: none"> ■ The student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular activity for a period of one year from date of the violation.
Second/Continuing Offense(s)	<p>Consequences listed in the First Offense and ONE OR MORE of the following:</p> <ul style="list-style-type: none"> ■ The student will have a reduction in grade/credit (up to, and including, a failing grade on the assignment, exam, test, or quiz). ■ An in-person conference will be held with an administrator, parent/guardian, teacher, DCCA, and student, and the incident/follow-up action will be documented. ■ The student will be given a failing grade for the nine week grading period in which the incident occurred. ■ The student will receive an in-school suspension.

Appeals Process

Students wishing to contest decision resulting from the administration of the MetCPA Academic Integrity Policy may submit their appeals in writing to the principal.

Grading Policy

Category	Percentage of Final Grade
Summative Assessments (Tests, Performance Tasks, Mid-Term Exams, Interim Assessments, Projects, and Test Corrections)	60%
Formative Assessments (Quizzes, Exit Tickets, & Class Participation)	15%
Homework	10%
**Final Exams (In all Regents courses, a scholar's Regents exam score will be counted as their final exam score).	15%

** Final Exams account for 15% of a scholar's overall semester average.

Scholar Cell Phone Use Policy for CPA

Scholar cell phones are prohibited on all school property, unless there is an approved written consent approved by MetLCS administration. Cell Phones must be powered off during the entire school day. Scholars may neither receive nor make calls on a cell phone during school hours. Text messaging is strictly prohibited during school hours. Scholars found using or in possession a cell phone will result in the confiscation of the device and return to a parent/guardian. The school is not responsible for the loss, theft or damage to any device, even one which has been confiscated. Any confiscated devices must be claimed by the parent or guardian of the child. Repeated offenses may result in the scholar not being permitted to even bring a phone to the school.

Any cell phone, electronic device, or electronic accessory that is confiscated will be returned according to the following schedule:

- 1st Infraction: Warning given to scholar. The cell phone will be held until the scholar comes to retrieve it from the Dean of Scholars at the end of the day. The scholar will also sign a letter upon retrieval stating their phone was confiscated and returned.
- 2nd Infraction: Confiscated and returned to a parent/guardian only.
- 3rd Infraction and beyond: Confiscated and returned to parent/guardian at the end of quarter and a restorative conference takes place between scholar, family, school culture staff, administration, any additional appropriate staff or scholars. parent/guardian of the scholar on the last day of school by meeting with the school Principal by Family Fun Day to receive the device back.

